



STATE OF INDIANA

Request for Proposal 24 – ETV & College Dorm

INDIANA DEPARTMENT OF CHILD SERVICES

**Solicitation For:
Education and Training Voucher Program
&
Administration of College Dorm Placement Per Diem**

Response Due Date: May 19, 2023

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SECTION ONE
GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, IC 5-22, the Indiana Department of Child Services (DCS), requires administer the statewide Education and Training Voucher (ETV) Program and College Dorm Per diem on behalf of DCS in all 18 regions and 92 counties. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. RFP is being posted to the DCS website (<https://www.in.gov/dcs/current-requests-for-proposals/>) for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Award Recommendation	Indiana Department of Child Services summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection for the purposes of beginning contract negotiations.
College Dorm Placement Per Diem	The College Dorm Placement Per Diem is title IV-E funding used for the maintenance and care of youth in foster care; placed in a college dorm setting and who are under the care and supervision of DCS.
Contract Award	The acceptance of Indiana Department of Child Services Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation.
CUF	Commercially Useful Function – A business function that supports the scope of this solicitation
DCS	Department of Child Services
Education and Training Voucher	The Education and Training Voucher (ETV) program is a federally funded-administered program designed to provide financial and academic support to youth who have aged out of the foster care system and who are enrolled in an accredited college, university, and vocational training programs. Students may receive up to \$5,000 per academic year based on their cost of attendance.
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this RFP for a specific project or contract. An FTE of 1 would mean that there is one worker fully

engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE

IAC	Indiana Administrative Code
IC	Indiana Code
Implementation	The successful implementation of Education and Training Voucher Program and College Dorm Placement Per Diem as specified in the contract resulting from this RFP
Installation	The delivery and physical setup of products or services requested in this RFP
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: <ol style="list-style-type: none">1) The judicial branch2) The legislative branch3) A political subdivision (includes towns, cities, local governments, etc.)4) A state educational institution
Products	Tangible goods or manufactured items as specified in this RFP
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the respondent who will be ultimately responsible for performance of the contract
Services	Work to be performed as specified in this RFP
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government
Total Bid Amount	The amount that the respondent proposes on Attachment D that represents their total, all-inclusive price.

Vendor Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFP

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select no more than one vendor that can satisfy the State’s need for the provision of the Education and Training Voucher program and administration of College Dorm Placement Per Diem across Indiana. The federally funded ETV program provides financial aid assistance to youth who are in foster care or were formerly in foster care. It is the intent of the DCS to contract with a vendor that is competent in the area of child welfare, post-secondary education student support and can provide quality service coordination and provision for former foster youth seeking financial assistance with post-secondary education or training.

The College Dorm Placement Per Diem supports current foster youth in college dorm placements. It is the intent of the DCS to contract with a vendor that can administer payments directly to youth across the state.

1.4 SUMMARY SCOPE OF WORK

DCS is required under The John H. Chafee Foster Care Program for Successful Transition to Adulthood (The Chafee Program) ETV to provide post-secondary funding to eligible current and former foster youth based on the students cost of attendance. The vendor is expected to engage youth through the ETV application process and verify eligible for funding; as well as disburse ETV funds to the bursar / financial aid office of the post-secondary institution or program; and may also disburse ETV funds directly to the youth based on their educational needs as identified on the youth cost of attendance.

DCS is required to provide placement and support to youth who are under the care and supervision of the department. College dorms are an out of home placement option made available due to DCS implementing extended foster care. Eligible foster youth who are placed in a dorm are required to receive a dorm placement per diem as defined by DCS. The vendor is expected to engage youth and have the technical ability to issue the dorm placement per diem on behalf of the state to eligible youth / young adults placed in a college dorm setting.

Delivery of the ETV and college dorm placement per diem services should be in a manner consistent with the Education and Training Voucher Program & College Dorm Placement Program Service Standards (**Attachment A**).

1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information	This section provides an overview of the RFP, general

and Requested Products or Services	timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 – Proposal Evaluation Criteria	This sections provides the evaluation criteria to be used to evaluate respondents’ proposals
Section 4 – Attachments	This section provides a description of the attachments.

1.6 PRE-PROPOSAL CONFERENCE

DCS will host an in person pre-proposal conference on **April 25, 2023, at 10:00am**. Respondents will have to attend in person at the Indiana Government Center South, **Conference Room D**. Announcement of any changes to the pre-proposal conference location, date, or time will be posted on the DCS website: <https://www.in.gov/dcs/current-requests-for-proposals/>

1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **3:00 p.m. Eastern Time on April 28, 2023**. Questions/Inquiries may be submitted in **Attachment F**, ETV and College Dorm Per Diem Q & A Template, via email to **Michael.Sturm@dcs.in.gov** and must be received by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the DCS website according to the RFP timetable established in Section 1.21. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the DCS website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of Department of Child Services Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the DCS website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.8 DUE DATE FOR PROPOSALS

To be considered, **all proposals must be emailed to the DCS Older Youth Services mailbox: olderyouthquestions@dcs.in.gov by 4:00p.m. Eastern Standard Time on May 19, 2023**. The email must be titled, **“DCS ETV and College Dorm Per Diem RFP Submission”** on the subject

line. All proposal documents must be attached via zip file. More than one (1) zip file may be attached to ensure all required documents are submitted. **Proposal may not be accepted if submitted after 4:00pm Eastern Standard Time.**

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format consistent with the submittal of the original response, acceptable to DCS and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Cost Proposal sub-section under Section 2.5 for a detailed discussion of the proposal pricing format and requirements.

1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in **Attachment E**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.12 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract based on initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (6) years at the State's option.

1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must indicate so in the Transmittal Letter. Confidential Information must also be clearly marked in a separate folder on any included CD-ROM. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

1.16 TAXES

Proposals should not include any tax from which the State is exempt.

1.17 PROCUREMENT DIVISION REGISTRATION

To receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to www.in.gov/idoa/2464.htm.

1.18 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.19 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory, or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.20 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.21 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key RFP Dates

Activity	Date
Issue of RFP	April 3, 2023
Pre-Proposal Conference	April 25, 2023
Deadline to Submit Written Questions	April 28, 2023

Response to Written Questions/RFP Amendments	May 5, 2023
Submission of Proposals	May 19, 2023 @ 4:00pm EST.
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	July 31, 2023

1.22 CONFLICT OF INTEREST

Any person, firm or entity that assisted with and/or participated in the preparation of this RFP document is prohibited from submitting a proposal to this specific RFP. For the purposes of this RFP “person” means a state officer, employee, special state appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFP proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFP, a person that assisted with and/or participated in the preparation of this RFP.

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- **Executive Summary Letter:** The transmittal letter must be in the form of a letter and address each component under Section 2.2.
- **Business Proposal:** The business proposal template, **Attachment B** must be organized under the specific section title as listed in the RFP.
- **Technical Proposal:** The technical proposal template, **Attachment C** must be organized under the specific section titles as listed in the RFP.
- **Cost Proposal: (if applicable)** the cost proposal template, **Attachment D** must be used in response to the cost proposal.
- Each item, i.e., Executive Summary Letter, Business Proposal Template, Technical Proposal Template, Budget Template, etc., must be separate standalone document within the attached RFP zip file response.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked on any document within the attached RFP zip file response.

2.2 EXECUTIVE SUMMARY LETTER

The Executive Summary must address the following topics except those specifically identified as "optional."

2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this solicitation.

2.2.2 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Executive Summary. In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone, and e-mail address, if that contact is different than the individual authorized for signature.

2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor / contractor / respondent addresses.

2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

2.2.5 Assurances

The Respondent shall indicate that they have read, understood, and agree to the assurances contained within **Attachment G**.

2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as "optional." **The Business Proposal Template is Attachment B**

2.3.1 Respondent Business Information

Each Respondent must enter your company's general information including contact information.

2.3.2 General

This optional section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

Each Respondent must list and provide documentation of all applicable accreditations, certifications, and affiliations. All items for this section response should be in one PDF and loaded to the Supporting Documentation section of this RFP.

2.3.3 Respondent's Company Structure and Financial Information

The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

2.3.4 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address, and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 2.34 in **Attachment B** for Minority and Women Business information.

2.3.5 Experience Serving State Governments or Similar Clients

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

2.3.6 Business Capacity and Risk

Respondent will discuss their company's technology and process for securing any State information that is maintained by your company.

Respondent will provide a copy of their current formal disaster recovery plan if available. If no plan is available provide any alternative solution your company has to offer.

Respondent will confirm if the company has any current pending litigation regarding contract disputes.

2.3.7 Registration to do Business

Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or

questions concerning the registration process, or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.9 References

The Respondent must include a list of at least three (3) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

2.3.10 Contract Terms/Clauses

A sample contract that the state expects to execute with the successful Respondent(s) is provided in **Attachment E**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in **Attachment E**.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section, please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms, please include them in this section. To reiterate it is the State's strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in this section must be addressed in the order given. The same outline must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. **The Technical Proposal Template is Attachment C.**

Education and Training Voucher Program

2.4.1 ETV Database

Respondent will describe how they will develop and maintain a database that is accessible on the Internet through a secure website according to DCS guidelines. The respondent will describe how the database will track eligibility, disbursement of funding and academic progress of students receiving ETV funding.

2.4.2 Application and Eligibility Process

Respondent will describe the application structure and process of ETV applicants. Respondent will describe the initial and continual ETV and student eligibility verification process. Respondent will describe the timeline of application approvals including processing procedures and functions.

2.4.3 Cost of Attendance and Post – Secondary Collaboration

Respondent will describe how they will verify students cost of attendance. Respondent will describe how they will work closely with individual post-secondary educational institutions regarding student's financial aid award and ETV distributions.

2.4.4 Payment / Disbursement Structure and Process

Respondents will describe the structure and process of ETV how payment will be issued or disbursed on behalf of eligible ETV student; in accordance with the applicable terms and provisions of federal law (42 U.S.C. 677(i)); program instructions issued by the Administration of Child, Youth, and Families of the U.S. Department of Health and Human Services; and the student's approved individual plan for use of the ETV funds. This also includes a timeline, processing procedures, and functions for disbursements. Respondent will describe the mechanism of how vouchers will be issued or disbursed to the post – secondary institution or program bursar's or financial aid office and/or to the student. Respondent will describe how the process of monitoring the disbursement of ETV funds to assure compliance with the conditions and limitations stated in federal law or program instructions.

Respondent will describe their ability to engage and maintain contact with ETV students that is of no cost to the youth. Respondents will describe how they will monitor and support progress of the eligible ETV student in meeting the student's educational goals and completing his or her course of study and provide academic supportive resources at the school. Respondent will describe how they will monitor the progress of student academic success plans for those students who fall below a semester/term GPA of a 2.0 or lower.

2.4.5 Authentic Youth Engagement

Respondent will describe their ability to engage and maintain contact with ETV students that is of no cost to the youth. Respondents will describe how they will monitor and support progress of the eligible ETV student in meeting the student's educational goals and completing his or her course of study and provide academic

supportive resources at the school. Respondent will describe how they will monitor the progress of student academic success plans for those students who fall below a semester/term GPA of a 2.0 or lower.

Administration of College Dorm Placement Per Diem

2.4.6 Administration of College Dorm Per Diem

Respondents will describe how they will serve as the fiscal agent to pass per diem disbursements through to eligible youth for college dormitory living. Respondents will describe how they will collaborate and maintain regular communication with DCS regarding the number of youths in college dorms and payment disbursement.

2.4.7 College Dorm Per Diem Payment Disbursement Structure and Process

Respondent will describe how they will create, implement, and use a mechanism to disburse foster care per diem payments directly to older youth in foster care who are placed in a college dorm through DCS. Respondent will describe the payment structure of disbursing funding and how youth will receive the per diem timely.

College Support Program: (Optional)

2.4.8 College Support Program

Do you have a college support program that supports foster youth with their transition into a post – secondary college institution? If so, please describe your program components and how the program is designed to build academic success, increase retention/persistence, and support foster youth in reaching post – secondary success. If you have answered yes, please complete the college support program tab on the cost proposal template, **Attachment D**.

2.5 **COST PROPOSAL**

The Cost Proposal Template is Attachment D.

Respondent will complete **Attachment D**, providing costs for Education and Training Voucher Program & College Dorm Placement Per Diem services.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

The ETV and College Dorm Per Diem contract will be a cost reimbursement contract, generally not to exceed the contract amount. The contract amount for the vendor will be estimated based on the total number of youths in the survey population in past report periods for allowable cost of the following activities:

2.5.1 Education and Training Voucher Program

DCS has allocated an estimated total amount of \$1,500,000.00 for the federal fiscal year (October 1st. – September 30th). Funds are to be paid to the students or on the behalf of the student for the following cost listed below. The administration cost and service costs should be clearly defined in the budget.

- Tuition and Fees
- Tutoring
- Room & Board
- Living Expenses
- School Supplies
- Equipment
- Transportation
- Loans
- Medical Expenses
- Child Care
- Emergency

2.5.2 College Dorm Placement Per Diem:

DCS has allocated an estimated total amount of \$500,000.00 annually to be at a per diem rate of \$25.27 per day for current foster youth who attend and reside in a college dorm placement. The budget should clearly outline the administrative costs associated with this program.

2.5.3 College Support Program: (Optional)

Respondents must provide a budget detailing the cost associated with the program by cost per youth or by total program cost.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals about compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of DCS or their designee will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated based on the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, considering all the evaluation factors, may be selected by DCS for further action, such as contract negotiations. If, however, DCS decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, DCS may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded, and the responses will be evaluated and scored without considering such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business and Technical Proposal	75 available points
3. Cost (Cost Proposal)	25 available points
Total	100

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked based on their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc. focused on cost and other proposal elements. Step 2 may include a second “short list”.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail
Respondents passing this category move to Phase 2 and proposal is evaluated for Business and Technical Proposal.

3.2.2 Business and Technical Proposal – **75** available points

3.2.3 Price – 25 available points

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 25 points. The normalization formula is as follows:

- Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 25

3.2.4 College Support Program

The college support program is not a part of the evaluation process as it is not a requirement of this RFP. The college support program will be funded based on the availability of Chafee funding.

**SECTION FOUR
ATTACHEMENTS**

Attachment	Description
Attachment A	Service Standards
Attachment B	Business Proposal
Attachment C	Technical Proposal
Attachment D	Cost Proposal
Attachment E	Sample Contract
Attachment F	ETV and College Dorm Per Diem Q & A
Attachment G	Assurances
Attachment H	Exhibit 1 Certification Background Check
Attachment I	Federal Selected Disallowed Expenses
Attachment J	Principles of Child Welfare
Attachment K	Sample: Education and Training Voucher Federal Reporting Format
Attachment L	Determining ETV Award Amounts